

**APPENDIX II – THANK YOU FOR RESPONDING TO ACTIVATION REQUEST –  
EXAMPLE**

Dear Maryland Responder,

Please be advised that as of this morning, the state shelter was closed and we no longer need volunteers to staff the Health Station.

The Department of Health, Office of Preparedness and Response, and the State Maryland Responds MRC would like to thank you for your quick response to our availability request for medical and mental health volunteers. We also would like to express our gratitude for your dedication to the citizens of Maryland and hope that you will continue to volunteer with the Maryland Responds MRC. Your efforts are invaluable to our work. Because of your support, the residents of this state can continue to live in a prepared Maryland.

Please complete our online after-action survey for this incident which can be accessed here: <https://www.surveymonkey.com/s/Incident201809>. The purpose of the survey is to collect feedback on your experience during this response. We would appreciate your participation in the survey so that we can capture and address any concerns you may have.

Also, if you have not already, please continue to prepare for future activations by completing your Road to Readiness. Information to assist you in completing your Road to Readiness steps can be found on our website at <https://mdr.health.maryland.gov/Pages/RoadtoReadiness.aspx>.

Once more, we are sincerely grateful for your time and commitment to the Maryland Responds MRC and to the State of Maryland. We look forward to working with you again in the future.

Sincerely,  
Maryland Responds MRC